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24 September 1952

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Communications Between [REDACTED] Field and Departmental Personnel

1. We have been working with interested groups on procedures to advance our receipt of your letters, some of which have been slow in getting to us after their arrival in Washington. Enclosed is apocated copy of regulation distributed here. Following is advice directed in paragraph 2 a thereof.

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a. All written communications will be prepared in original and two copies in addition to any copies desired for your office files. The original and one carbon, with return receipt attached, will be securely sealed in an envelope or package which will bear the security classification of the material and will be lettered [REDACTED] WASHINGTON # [REDACTED]. Packages and envelopes will be numbered serially. The second carbon copy will be placed in the pouch addressed in accordance with [REDACTED] procedures. 25X1A2d1

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b. When intelligence information and material collected in the field for [REDACTED] is forwarded, it will be packaged and marked for dispatch in the same manner as described above. It will not 25X1A2d1 be necessary to procure extra copies of material for [REDACTED]. However, a copy of the transmittal letter or a list of material forwarded will be prepared for [REDACTED] 25X1A2d1

25X1A2d1 2. We are assured that [REDACTED] marked material will be forwarded to us immediately without passing over [REDACTED] desks.

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/s/ ROBERT AMORY, JR.

C/C/OAD/HR

[REDACTED] 25X1A9a

Distribution:

1 - C/C

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2 - OAD

1 - RI (ODDP - Attn: [REDACTED])

~~SECRET~~